

Vela's Exceptional Care & Services Application including Duties & Responsibilities



HOME HEALTH CARE
AGENCY

We are currently accepting applications for Companions, Home Health Aides (HHAs) Certified Nursing Assistants (CNAs) and Registered Nurses (RN) at Vela's Exceptional Care & Services. Full-time positions available, including 12hr shifts, overnights and weekends.

The #1 Priority of this position is...

To care for patients in their preferred environment in a kind, loving, gentle, safe, patient, and professional manner, respecting the privacy & dignity of the residents while assisting them with personal care including activities of daily living such as bathing, dressing and supervision of self administered medications.

A HHA & CNA duties include:

- Observe residents for any changes in condition and report.
- Be friendly and supportive to residents; respond to residents' needs and requests.
- Monitors patient condition by observing physical and mental condition, intake and output, and exercise.
- Supports patients by providing light housekeeping, such as doing laundry, washing dishes and changing the bed linens; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Providing transportation to doctor's appointments and social events
- Assists patients by providing personal services, such as bathing, helping with using the toilet, dressing, and grooming.
- Helps patients care for themselves by teaching the use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
- Helps family members care for the patient by teaching appropriate ways to lift, turn, and reposition the patient; advising on nutrition, cleanliness, and housekeeping.
- Records patient information by making entries in the patient journal; notifying nursing supervisor of changing or unusual conditions. Monitoring and documenting a client's condition.
- Giving medication reminders
- Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures; maintaining security precautions; following prescribed dietary requirements and nutrition standards;
- Updates job knowledge by participating in educational opportunities (provided by First In Care)
- Protects the home care agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.
- Enhances service reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

HHA & CNA Requirements Qualifications

- HHA or CNA certified with all current training and in-services certificate
- Valid CPR certification from the American Red Cross or American Heart Association.
- 2 Employment References as CNA / Home Health Aid
- First Aide (Required)
- Must be familiar with AHCA Regulations, State and Federal Laws.
- Current Training/In Services (CPR/BLS, Alzheimer's 4 hours, HIPAA, Domestic Violence, OSHA-HIV/AIDS, OSHA-Infection Control, Universal Precautions, Assisting with Self-Administering Medication Patients or Clients)
- Must have one-year experience working in a medical, psychiatric, nursing home, child-care setting, or have worked with individuals who have a developmental disability. Note: College/Vocational/Technical training that equals at least 30 semester hours or 45 quarter hours may substitute for the required experience.
- Physical with TB test (Dated less than 12 months old) stating that the person is free from communicable diseases
- Infection Control (within last 2 years)
- Minimum of 2 hours Alzheimer's Training
- Minimum of 2 hours Self-Administered Medication Administration (Preferred)
- Covid 19 Vaccine (Preferred but not required depending on case sensitivity)
- TB Test (Required. Within a year and redone annually)
- Health Statement (Required)
- Current and Valid Drivers License (If transporting clients DL must be without speeding or moving violations in the past 3 years)
- Level II Background Screening (Required)
- Social Security Card (or valid green card. Required)
- High School Diploma or equivalent
- Able to operate equipment, such as wheelchairs, walkers & pendants, etc.
- Reliable transportation (Required)
- Must be at least 18 years old (Required)
- Ability to read, write, speak and follow written and verbal instructions in English and or Spanish.
- Have good personal hygiene and maintain a professional appearance while working.
- Being punctual is extremely important.
- Must be patient when communicating with individuals in the program.
- Must be physically able to climb stairs, stand, stoop, and bend for at least 12 hours per day shift
- Must be able to work weekends and possible overnight hours, if needed.

I acknowledge that I have read and understood the above policies and procedures in its entirety and agree to abide by them.

Signature: _____ Date: _____

